



STATE OF ARKANSAS
**Department of Finance
and Administration**

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M E M O R A N D U M

TO: Timekeepers
Personnel Contacts

FROM: Jenette S. Manno
DFA Personnel Manager

cc: DFA Management

SUBJECT: FMLA Quotas

DATE: March 29, 2004

Human Resources has been trying to systematically identify issues that are most likely to create payroll problems and eliminate them. Thanks to the cooperation of timekeepers and personnel contacts as well as the efforts of our internal payroll staff we have made progress in several areas already.

Now one of the most frequent problems encountered in running payroll is FMLA. Often this is due to FMLA Quotas not being established timely or correctly. Individual timekeepers may not encounter FMLA very often so it is understandable that the procedures for setting up FMLA quotas and keying FMLA may not be second nature to you. While the DFA payroll staff will not be able to actually key the leave, we can set up the quotas. Our staff is very familiar with quotas because we already set up military leave and catastrophic leave quotas.

Therefore, as of **April 11, 2004**, DFA HR will set up **all** FMLA quotas. Remember that quotas must be established on the first Sunday of the pay period. The procedure will be as follows: Supervisors will notify **Geri Jones, 371-6036**, who will assist the supervisor in determining whether the employee is eligible for FMLA at the time the FMLA packet is provided to the employee by the supervisor. Geri will maintain a log which will be sent to **Wanda Coon, 371-6040**, who will set up the quota. (Geri will still need to receive the completed forms including the medical certificate for her files.) Central Human Resources will notify timekeepers when the FMLA quota has been set up and FMLA leave can be keyed. The FMLA quota **must** be established before any FMLA Leave whether paid or unpaid can be keyed. Once the quota is established it is equally important that qualifying FMLA Leave be keyed as FMLA. The assignment or non-assignment of leave to FMLA can have far reaching consequences. A classic example of this would be keying unpaid FMLA Leave as LWOP which would cause a dramatic increase in the employee's premium for health insurance.

We appreciate your continuing cooperation and hope this new procedure will make life easier for all of us. If you have any questions or concerns about this change, please call me, **Jenette Manno**, at 371-6009, or **Patty Custer**, at 324-9064.